

# Office of Real Estate Appraisers



**Equal Opportunity Employer  
Job Opportunity**

## **PROGRAM TECHNICIAN - PERMANENT-FULL TIME**

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-time Program Technician. Their office is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

### ***Duties of the position include:***

- Review and evaluate initial and renewal Residential, Certified Residential and Certified General applications for real estate appraiser licensing to determine if minimum education and experience requirements have been met, including communicating with applicants verbally and in writing regarding the results of the review and requesting additional information or clarification.
- Request Enforcement Analyst prepares background investigations on applicants who have answered yes to criminal activity.
- Issue licenses to all qualified applicants.
- Communicate verbally and in writing with general public regarding license verifications, course approval verifications, licensing requirements, renewal requirements and questions regarding real estate appraiser licensing laws and regulations.
- Perform general, technical and administrative functions as necessary such as data entry, filing, file searches and file maintenance.
- Will be the back-up to the receptionist desk.

### ***Desirable Qualifications:***

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

**Salary Range: \$2280 - \$2975**

### ***Who may apply:***

Current State employees at the Program Technician level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 10-010 on your application.**

### ***Submit Applications to:***

Department of Real Estate – Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

**California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)**

**Final Filing Date: November 9, 2010**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>. Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.**